NaviPlan®
Financial Planning Application

NaviPlan User Manual:

Business Administration

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Chapter 1: Getting Started

Purpose of the NaviPlan Admin Site

NaviPlan Business Administration main page

The primary purpose of NaviPlan Business Administration is to set up and control access to the NaviPlan online application. If some users will have oversight responsibility over the work of other users or if you plan to use NaviPlan's generic management reports, then you will also use the administrative site to define the hierarchical structure of your organization.

Using NaviPlan Business Administration, you can:

- create and maintain application users.
- create and maintain administrative user profiles.
- create and maintain ownership groups (teams in which all members of the team share ownership of the client).
- reassign clients from one user to another user.
- create the base organization(s) for your company (optional).
- set up organizational units within the organization (optional), and create organizational unit oversight groups.

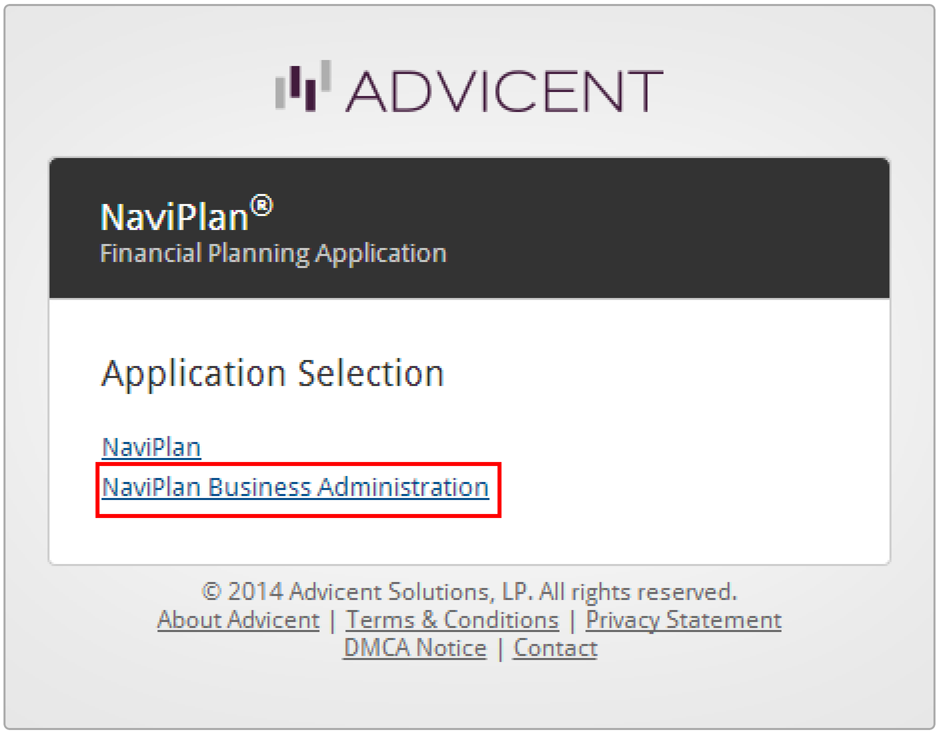
Conventions used in this manual

This manual uses the following conventions:

- The names of items on the screen are italicized and bolded. For example, the ***Users*** page opens.
- The names of items that you must select, click, or enter appear in bold. For example, make your changes, and then click **Done**.

Logging into the Business Administration Site

To log into the ***NaviPlan Business Administration***, you will first need to log into NaviPlan online. Once you have logged in you will be brought to the ***Application Selection*** page where you can then select **NaviPlan Business Administration.**



Exiting the Business Administrative Site

To exit the administrative site and save changes, click **Logout** in the top-right corner of the screen. Do not close your browser without logging off first, or any changes made on the last screen you worked on may not be saved.

Find More Information

If you have a question that is not addressed in this manual, there are other places to look for additional information.

Help

The quickest way to get information about any command, dialog box, or item within the NaviPlan Online Administrative Site is to use the Help. To access the Help, click the button at the top of the current dialog box or at the bottom of the ***Home*** page.

Learning Center

Find training, support, and additional resources quickly and easily in the NaviPlan Learning Center. Use the Learning Center as your first stop for finding supporting documentation, training opportunities, and the latest updates to NaviPlan.

To access the NaviPlan Learning Center, open the ***Help & Resources*** menu from anywhere in NaviPlan, then select **Learning Center**.

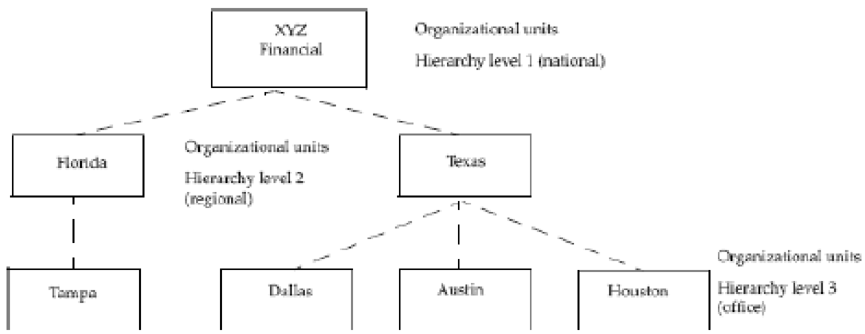
Chapter 2: Organization Units

NaviPlan Business Administration Main Page

Org Unit Management

In NaviPlan, companies are structured using a hierarchy of Organizational Units. Each Organizational Unit represents a different part of the company and establishes the oversight privileges necessary for management to review and approve financial plans.

Each user must belong to one organizational unit, and to all parent units in one direct path up to the highest level. For example, branch manager, Paul Smith may belong to the Florida unit (Hierarchy level 2) and to XYZ Financial (Hierarchy level 1), but not to the Tampa unit (Hierarchy level 3).



Sample organizational structure

Companies must define their organizational structure in NaviPlan if:

- Some users are to have oversight access over other users
- You want to use NaviPlan management reports (NaviPlan uses the organizational structures to group data in management reports)

If oversight access is not required (i.e., users work independently) and you are not going to use the NaviPlan management reports, then you do not have to enter any organizational units.

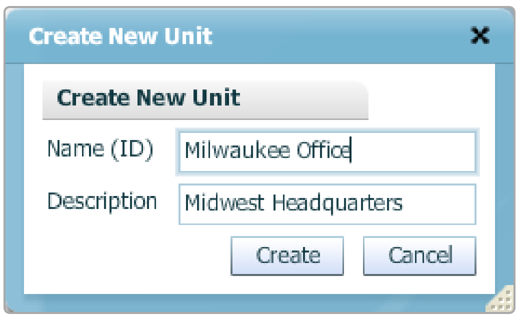
Creating Organizational Units

If some members of the organization will have oversight responsibility over other members, you must add organizational units to define the hierarchy of your organization.

Note: If you are adding organizational units, each user must belong to one organizational unit, and to all parent units in one direct path up to the highest level.

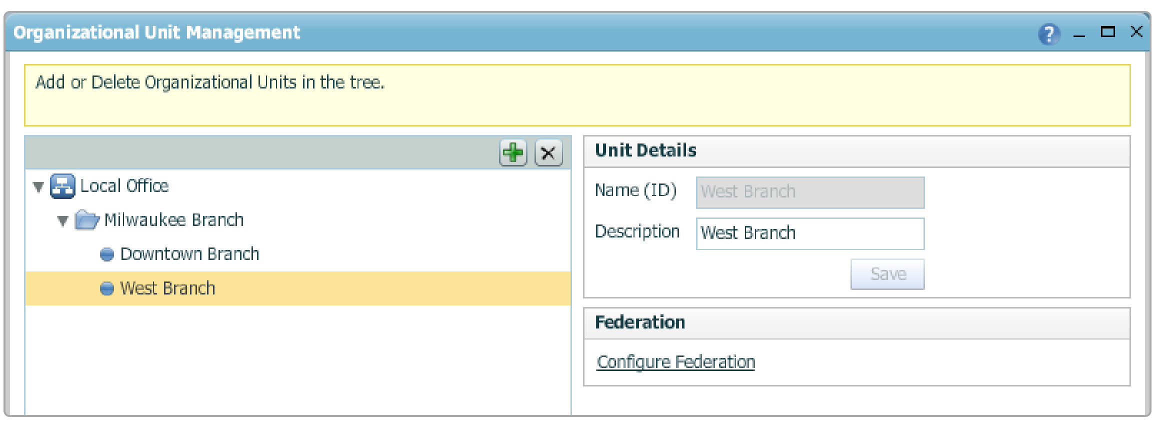
To add organizational units, and to create the oversight groups within the organizational unit that give read, write, and/or control access to the members of that organizational unit, follow these steps:

1. Go to the **NaviPlan Business Administration** main page, and then click the ***Organizational Unit Management*** icon .
2. From the ***Organizational Unit Management*** page click on the  icon to add an org unit.
3. Fill in the ***Name (ID)*** and ***Description*** fields and then click **Create.**



NaviPlan Business Administration Main Page - Org Unit Management - Add Child

4. Multiple sub units can be created under the original org unit, as well as within other sub units. An example of how to branch out multiple sub units can be seen here:



NaviPlan Business Administration Main Paige - Org Unit Management

Deleting an Organizational Unit

To delete an organizational unit, follow these steps:

1. Go to the ***NaviPlan Business Administration*** main page, and then click on the ***Organizational Unit Management*** icon .
2. From the ***Organizational Unit Management*** page, highlight the org unit you wish to delete.
3. Click the delete icon.

Note: Be sure that all members associated within the org unit you are deleting have been removed. If there are still users associated with the org unit you will not be able to delete it.

Chapter 3: User Management

NaviPlan Business Administration Main Page

User Management

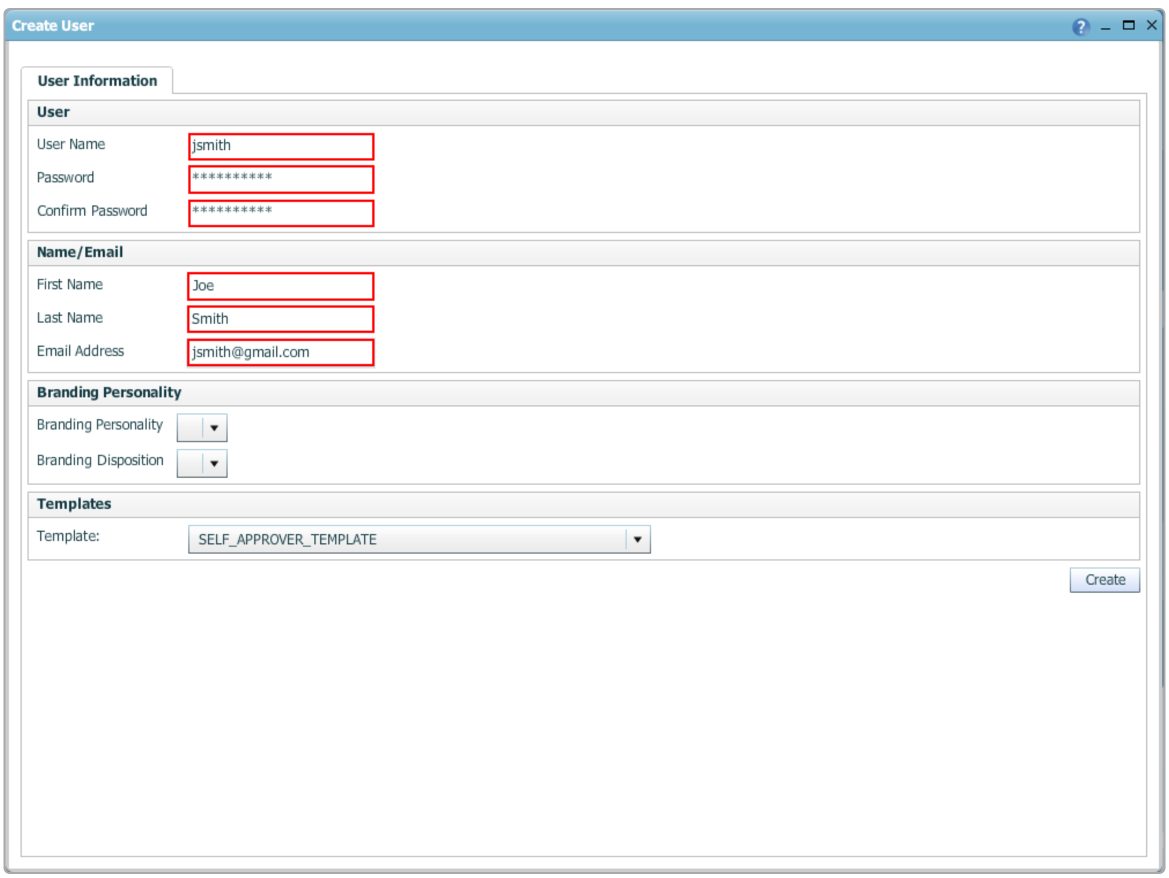
Before any person can use NaviPlan Online, that person must be entered in the administrative site as a user. NaviPlan Online maintains information about each user of the application in the form of a user profile. This information is used to control access to different parts of the application. Administrators can enter, edit, and delete all this information in the administrative site.

Creating a New User

To create a brand new user, follow these steps:

1. Go to the ***NaviPlan Business Administration*** main page, and then click on the ***User Management*** icon .
2. From the ***User Management*** screen, select **Add a New User**.
3. On the ***Create User*** screen be sure to include the following information.
   - User Name
   - Password
   - Confirm Password
   - First Name
   - Last Name
   - Email Address
4. Click **Create**.

Note: The password must have at least one upper case letter, one lower case letter, and must be 10 characters total.



NaviPlan Administration Main Page - User Management - Add A New User

Searching for Users

To find a user, follow these steps:

1. Go to the ***NaviPlan Business Administration*** main page, and then click on the***User Management*** icon .
2. On the ***User Management*** page enter the ***Login Name*** or ***User Name*** of the user you are searching for.
    - To search for a user who currently has access to NaviPlan Online, select **Active.**
    - To search for a user who no longer has access to NaviPlan Online, select **Inactive.**
    - To search for both active, and inactive users click **Both**.
3. Click ***Search*** and a list of the users who meet your criteria will appear below.

Note: When entering criteria, you can also use wildcards. For example, to generate a list of users whose login names start with J, enter J* in the Login Name field. To view a list of all users, click Search without entering any criteria.

Editing a Current User

Users that have already been created can be edited. To do so use the following steps:

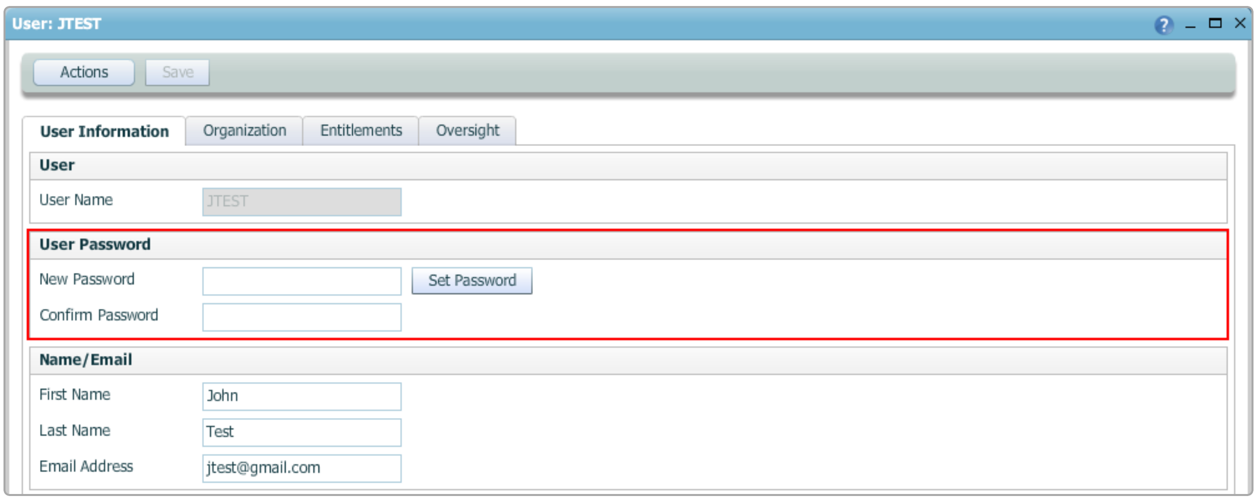
1. Go to the ***NaviPlan Business Administration*** main page, and then click on the **User Management** icon .
2. Enter in the ***Login Name*** or ***User Name*** of the user and click **Search.**
3. Select the user from the user list section.
4. The ***User*** page will appear and the following information can be edited:
    - ***Organization***: Allows you to see which organizations the user belongs to.
    - ***Entitlements***: Allows you to add individual entitlements to a users profile.
    - ***Oversight***: Allows you to add or make changes to what oversight permissions a user has within their organizational unit.

Resetting User Passwords

When users forget their NaviPlan login passwords, administrators cannot tell them what their passwords are, but they can assign new ones.

To reset a password, follow these steps:

1. Go to the ***NaviPlan Business Administration*** main page, and click the **User Management** icon .
2. Select **Active**.
3. Find the user whose password you want to reset. See **User Search** on page 17.
4. Click the **Login name** of the user.
5. Under ***User Password***, enter a new password twice, once in the ***New Password*** field and once in the ***Confirm Password*** field.
6. Click **Set Password.**

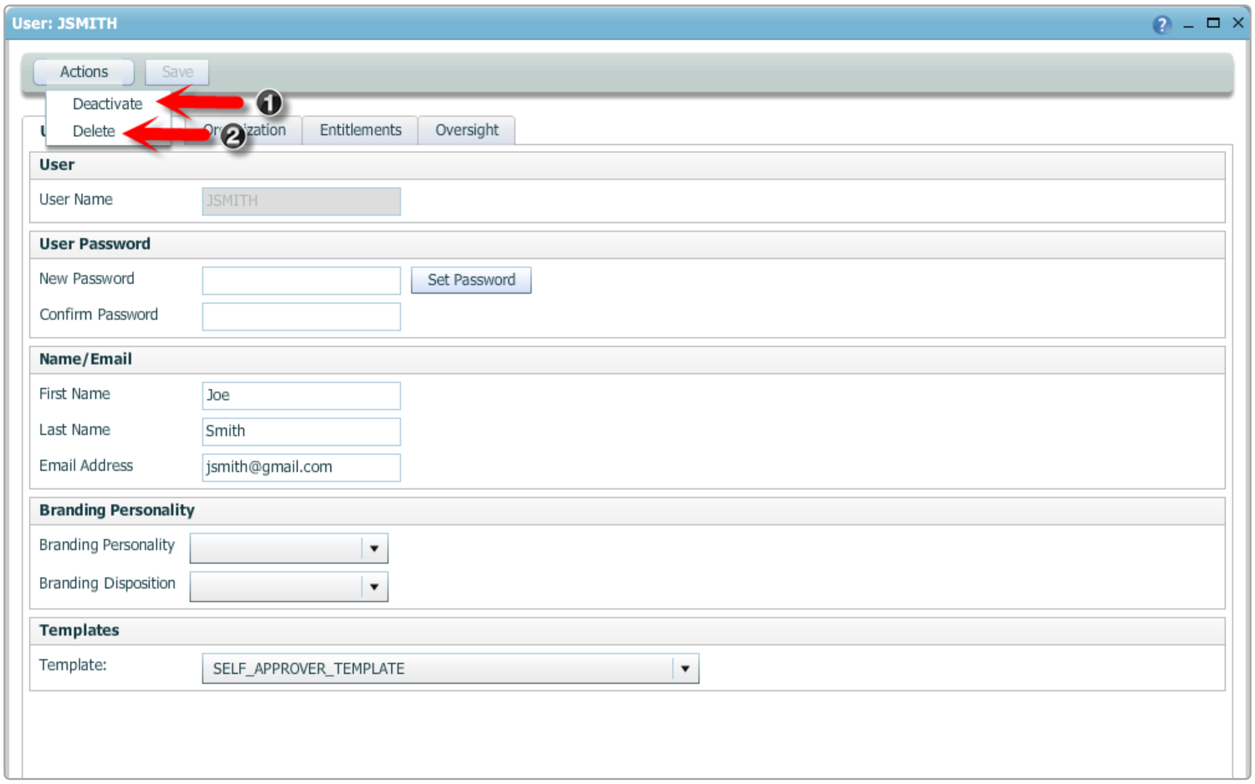


NaviPlan Business Administration main page - User Management - Search - User dialogue

Deleting a User

To delete a user from the NaviPlan Business Administration tool, follow these steps:

1. Go to the ***NaviPlan Business Administration*** main page, and then click on the ***User Management*** icon .
2. From the ***User Management*** dialogue box, enter in the user's ***Login Name*** or ***Last Name*** and click **Search.**
3. Double click the user you would like to delete to open up the ***User*** Dialogue box.
4. From the ***User*** Dialogue box, click **Actions** and then select **Deactivate.**
5. Once the user has been deactivated, click **Actions** again and then select **Delete.**



NaviPlan Business Administration main page - User Management - User

Note: In order to delete a user all client data must be re-assigned to a different user or deleted.

Chapter 4: Manage Templates

NaviPlan Business Administration Main Page

Using Templates

User templates allow you to make changes to an entire group of users in one location, instead of modifying each profile individually. In order to reduce the amount of time spent creating user profiles, click on the **Template Management** Icon .

Searching for Templates

The search function enables you to search for templates that exist in the administrative site. Search for templates by entering the template name. To generate a list of names that start with a particular letter, enter that letter in the field.

To find a template, follow these steps:

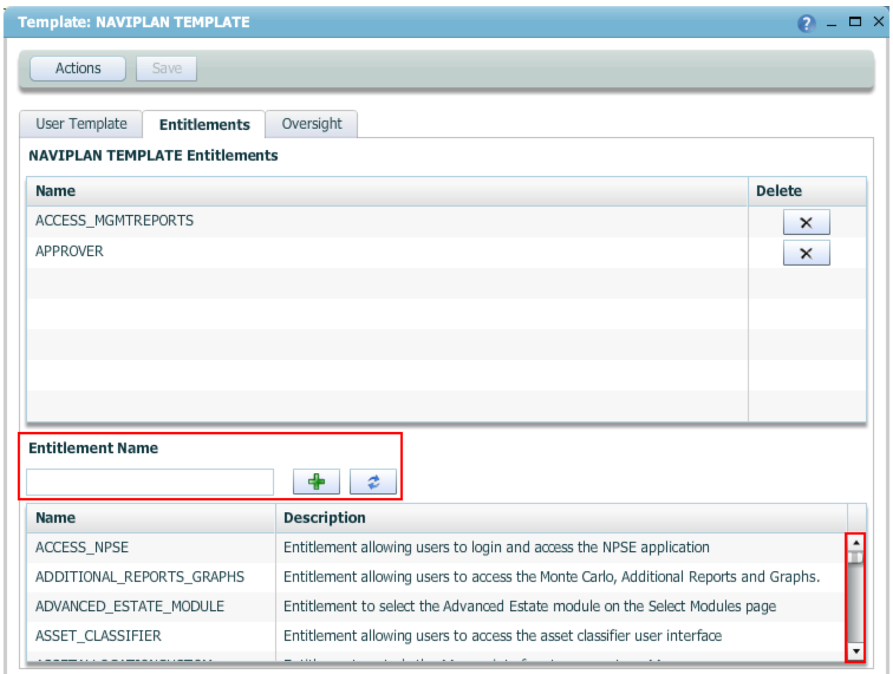
1. Go to the ***NaviPlan Business Administration*** main page, and then click the ***Manage Templates*** icon .
2. Enter the search criteria for a template. Searching by name is case sensitive. To search for all templates, leave the fields under ***Search By*** blank.
3. Click ***Search*.**
4. Click the name of the appropriate template.

Note: *You are only able to search templates by name and not by description.*

Creating a New Template

To create a brand new template, follow the following steps:

1. Click on the ***Template Management*** icon and then click Add a Template from the ***Template Management*** dialog box.
2. Fill in the ***Template Name*** and ***Description*** with the applicable information. To create an updated version of a previously created template, simply select it from the ***Copy Existing Template drop down***.
3. From the ***Template Editor*** dialog box, go to the ***Entitlements*** tab. Here you can search for entitlements in the ***Entitlement Name*** search box, or scroll through each one individually using the scroll bar at the right.



NaviPlan Central Main Page - Template Management - Select Template - Entitlements

4. Next, choose what oversight permissions should be added to the template by clicking on the ***Oversight*** tab. Oversight allows users to have different levels of access to other users clients and can be set at different organizational unit levels. The four different permissions to choose from are ***Read, Write, Control,*** and ***None***.

Permission type:	**Read:**	**Write:**	**Control:**	**None**:
Description:	Allows users to view each others clients.	Allows users to view and make edits to clients and plans.	Allows users to view, make changes, and re-assign clients to other users.	Users cannot see others clients at all.

5. Once you have finished setting oversight permissions click ***Save***. Now the template appears as a choice when entering new users under ***User Management***.

Entitlement List

The following is a list of entitlements that can be added on an individual user level, or to a template:

- ACCESS_MGMTREPORTS: Generate management reports for all organization units the user belongs to.
- ACCESS_NPSE: Log on to NaviPlan.
- ADDITIONAL_REPORTS_GRAPHS: Access additional reports from the Reports menu.
- ADVANCED_ESTATE_MODULE:
- APPROVER: Approve all plans.
- CALCULATORS: Access the financial calculators.
- CLIENT_GRANT_REVOKE: Grant and revoke clients they have control over to other users.
- CLIENT_REASSIGN: Reassign clients they have control over to other users.
- CRITICAL_ILLNESS_MODULE: Select the Critical Illness module for a plan.
- CUSTOMIZED_ACTION_PLAN: Modify Action Plan Text on the User-defined Text tab.
- CUSTOMIZED_OBJECTIVES: Modify Objectives text on the User-defined Text tab.
- CUSTOMIZED_RECOMMENDATIONS: Modify Recommendations text on the User-defined Text tab.
- DETAILED_INCOME_TAX_CALCS: Select the Detailed Tax method as the income tax method for a plan.
- DISABILITY_INSURANCE_MODULE: Select the Disability Income module for a plan.
- EDUCATION_MODULE: Select the Education module for a plan.
- EFFICIENT_FRONTIER_INFO: Select the efficient frontier graph in the Financial Needs Summary report.
- EMERGENCY_FUND_MODULE: Select the Emergency Fund module for a plan.
- FA_DETAILED_RETIREMENT: Access to the detailed Retirement page in Financial Assessments.
- FA_SIMPLE_RETIREMENT: Access to the simple Retirement page in Financial Assessments.
- INTERACTIVE_USER: Access NaviPlan online.
- LIFE_INSURANCE_MODULE: Select the Survivor Income module for a plan.
- MAJOR_PURCHASE_MODULE: Select the Major Purchase module for a plan.
- MONTE_CARLO: Select the Monte Carlo Analysis module for a plan.
- OVERRIDE_PROPOSED_PORTFOLIO: Override the default asset class weighting in the Asset Class Weighting dialog box.
- OVERRIDE_REPORT_FOOTER: Override and edit the client report footer text.
- OVERRIDE_RETURN_RATES: Edit the Return Rate field throughout NaviPlan
- OVERRIDE_RISK_TOLERANCE: Override the portfolio proposed by the risk tolerance questionnaire.
- PLANLEVEL0: Create and modify Financial Assessments.
- PLANLEVEL2: Create and modify Level 2 Plans.
- PLANLEVELAA: Create and modify Asset Allocation Assessments.
- PLANNER: Create and modify a NaviPlan plan.
- PLANNER_ASSISTANT: Perform data-entry tasks but not actual financial planning.

Entitlement List Cont'd...

- PRESENTATION_ACCESS_PLAYER: View and enter financial planning data in the Presentation Module.
- REPORT_OUTPUT_FORMAT_SELECTION: Choose the format used for reports (PDF or RTF (Word) file).
- SCENARIO_MANAGER: Access the Analyze Goals section in the UI for a plan.
- USER_DEFINED_TEXT: Access the User-defined Text tab, where user can add custom text to reports.

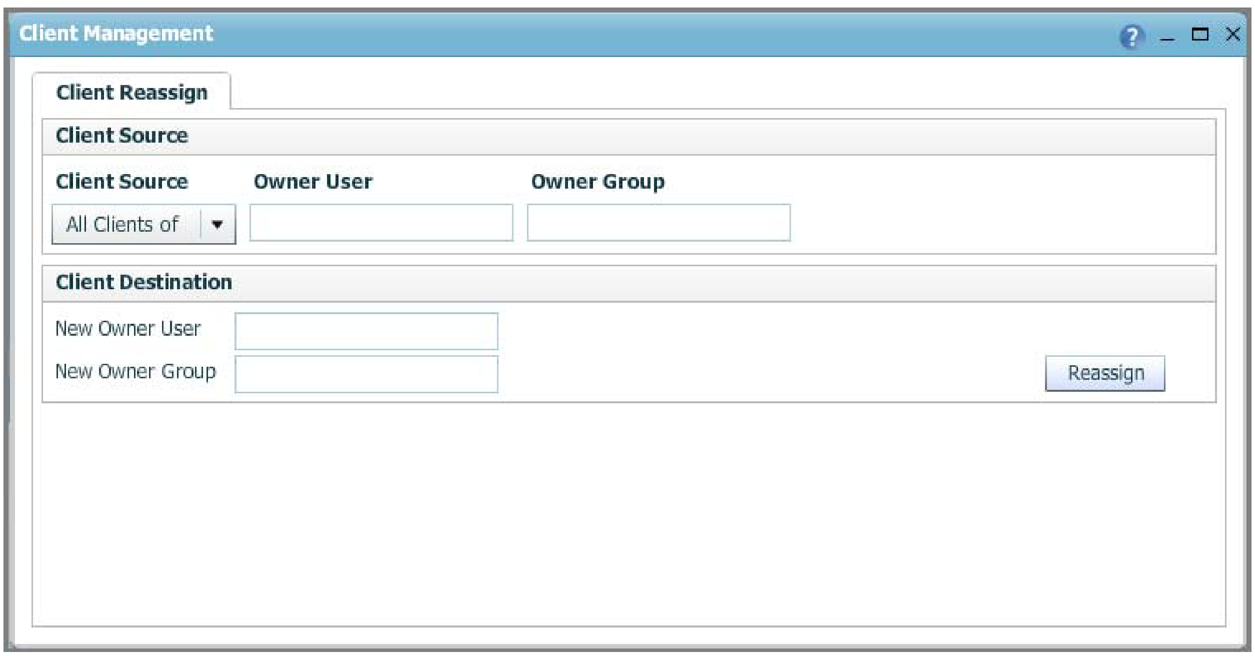
Chapter 5: Client management

NaviPlan Business Administration Main Page

Reassigning clients to another User

To reassign clients to another user, follow these steps;

1. Go to the ***NaviPlan Business Administration*** main page, and click the**Client Management** icon .
2. Choose one of the following:
   - To reassign a single client, under ***Client Source*** select **Single client**.
   - To reassign all the clients belonging to one user, under ***Client Source*** select **All clients of**, and then enter the user's name in the **Owner User** field.
   - To reassign only specific clients, under ***Client source*** select **Selected Clients of** and then enter in the **Owner User** name.
3. Choose one of the following:
   - To reassign the client(s) to a single user, enter that user's login name in the ***New Owner User*** field under ***Client Destination*.**
   - To reassign the client(s) to a user group, enter the user group name in ***the New Owner Group*** field under ***Client Destination.***
4. Click **Reassign.**



NaviPlan Business Administration main page – Client Management – Client Management dialog box